

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

Number: B97-143

Date: June 3, 1998

Expiration Date: 7/30/98
69:42:is

TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: DRAFT STANDARDIZED PROGRAM INFORMATION REPORTING
(SPIR) SYSTEM COMMENT REQUEST

Department of Labor is requesting comments to the proposed changes to the SPIR for PY 98. Attached you will find the following:

1. Federal Register, Vol. 63, No. 78, Thursday, April 23, 1998/Notices: Job Training Partnership Act (JTPA) Standardized Program Information Reports (SPIR) System; Comment Request
2. Comparison of Proposed PY 98 SPIR Instructions with Previous Official Version (draft).

We are providing these documents to Service Delivery Area (SDA) staff to solicit your comments regarding the proposed changes.

The purpose of the proposed changes and enhancements are to:

1. Enhance the ability of the data base system to track participants who are also receiving services under other programs;
2. To identify individuals who were referred to JTPA through integrated workforce development programs operated at the State or local level;
3. To allow States to track the post-program experience of individuals through the use of administrative data (earnings records) collected by State UI programs;
4. To increase the frequency of data transfers from yearly to quarterly in order to improve the timeliness of program information; and
5. To implement technical requirements such as the revision of certain program names, and changing the format of date fields to be Year 2000 compliant.

Please review this document and provide written comments to this division by June 12, 1998. Comments may be faxed to Janet Leong at (916) 654-9586 or e-mailed to jleong@edd.ca.gov. If you have questions or want to request the SPIR Format Instructions and Definitions, please contact Janet at (916) 654-9600. JTPD will summarize the comments and prepare a state response to Department of Labor by June 20, 1998.

Once DOL releases the final SPIR changes, the state will make the corresponding changes to the Job Training Automation System and forms and have these changes available to SDA staff by fall 1998.

/S/ BILL BURKE
Assistant Deputy Director

Attachment available on Internet:

1. Comparison of Proposed PY 98 SPIR Instructions with Previous Official Version (draft).

Attachment not available on Internet. To obtain a copy, e-mail JTPD at JTPDLIB@EDD.CA.GOV (subject line should read: "Attachment") or contact Gia Valla at (916) 654-7686.

2. Federal Register, Vol. 63, No.78, Thursday, April 23, 1998/Notices: Job Training Partnership Act (JTPA) Standardized Program Information Reports (SPIR) System; Comment Request

Comparison of Proposed PY 98 SPIR Instructions with Previous Official Version (DRAFT)

| Item | Current SPIR | Revised SPIR |
|-----------------------------------|---|--|
| General Instructions | | Revised to include revised "new" submission schedule and wage record option, |
| 2a. National Reserve Grant Number | Not included | Record the 4 digit Grant Number assigned to the national reserve program. Note: If an individual is co-enrolled in two or more National Reserve grants, a SPIR record must be submitted for each grant beginning with PY 98. |
| 7. Race/ethnicity | Record the code that refers to the individual's race/ethnic group from among the following categories: 1. White(Not Hispanic) 2. Black(Not Hispanic) 3. Hispanic 4. American Indian or Alaskan Native(Not Hispanic) 5. Asian or Pacific Islander(Not Hispanic) | Record the code 1 Yes or 2 No to indicate the individual's race/ethnic group for each of the following categories: 7a. White 7b. Black or African American 7c. Hispanic or Latino 7d. American Indian or Alaska Native: including South and Central America 7e. Asian 7f. Native Hawaiian or other Pacific Islander: having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Note: individuals should be allowed to indicate more than one racial/ethnic group |
| 12a. Concurrent Participation | Record the appropriate code indicating if the ISS/EDP results in concurrent participation in more than one program/title within JTPA or in non-JTPA programs, or both. Do not include multiple activities in a single program or title. 1. JTPA II-A, 204(d), II-C, III 2. JTPA I, Section 123 (8%) 3. JTPA II-B 4. Non-JTPA 5. Both JTPA And non-JTPA 6. none 7. JTPA IV 8. Trade Adjustment Act (TAA) | Record 1 Yes or 2 No to indicate whether or not the participant's individual's ISS/EDP results in concurrent participation in each of the following programs. 12a1. JTPA II-A, 204(d), II-c 12a2. JTPA III 12a3. JTPA I, Section 123(8%) 12a4. JTPA II-B 12a5. JTPA IV 12a6. Trade Adjustment Act (TAA) 12a7. NAFTA-TAA 12a8. Non-JTPA Individuals may be concurrently enrolled when their ISS/EDP calls for services funded by several programs or Titles. When individuals enrolled in JTPA Title II or III receive services from other programs, they may continue to be enrolled in the JTPA programs even if they do not receive JTPA-funded services, as long as they continue to receive services under the other programs, as discussed in Appendix C |

Comparison of Proposed PY 98 SPIR Instructions with Previous Official Version (DRAFT) (Continued)

| Item | Current SPIR | Revised SPIR |
|--------------------------------------|--|---|
| 14. Public assistance recipient | <p>Record 1 for Yes or 2 for No indicating whether or not the participant is listed on the grant and is receiving assistance under each of the following programs at time of application. When not used for eligibility determination, self-reported information will be accepted. Do not include foster child payments.</p> <p>14a. Aid to Families with Dependent Children(AFDC)</p> | <p>same as before plus add "If an individual has applied for assistance at application and receives benefits within 3 months, record 1 Yes."</p> <p>14a. Temporary Assistance to Needy Families (TANF). Also include individuals receiving Aid to Families with Dependent Children (AFDC) at application.</p> |
| 18. Veteran status | <p>18a. <u>Vietnam era veteran</u>. Record 1 Yes or 2 No indicating whether or not the participant is a veteran, any part of whose active military, naval or air service occurred between 8/6/64 and 5/7/75.</p> | <p>18a. same as before plus add "...any part of whose active military, naval or air service occurred during the Vietnam era. Vietnam era means:</p> <p>(a) The period beginning on 2/28/61 and ending on 5/7/75, in the case of a veteran who served in the Republic of Vietnam during that period, and</p> <p>(b) the period beginning on 5/5/64 and ending on 5/7/75 in all other cases."</p> |
| 21. Unemployment compensation status | <p>1. <u>Claimant</u>. an individual who has filed a claim and has been determined monetarily eligible for benefit payments under one or more State of Federal unemployment compensation programs, and who has not exhausted benefit rights or whose benefit period has not ended.</p> <p>2. <u>Exhaustee</u>.</p> <p>3. <u>None</u>.</p> | <p>1. <u>Claimant, profiling status not known (for use only in PY 98)</u>.</p> <p>2. <u>Exhaustee</u>.</p> <p>3. <u>None</u>.</p> <p>4. Claimant, not profiled and referred. same as before plus ", and who was not profiled and referred to reemployment services under WPRS.</p> <p>5. <u>Claimant, profiled and referred (WPRS)</u>. An individual who has filed a claim and has been determined momentarily eligible for benefit payments under one or more State or federal unemployment compensation programs, and who has not exhausted benefit rights or whose benefit period has not ended, and who profiled and referred to reemployment services under WPRS.</p> |

Comparison of Proposed PY 98 SPIR Instructions with Previous Official Version (DRAFT) (Continued)

| Item | Current SPIR | Revised SPIR |
|--|---|---|
| 22. Preprogram /dislocation wage. | <u>Preprogram wage(Titles II and III)</u> . Record the most recent hourly wage paid to the participant during the 26 weeks prior to application. This includes ANY employment and/or subsidized training where a wage was paid. Hourly wage includes any bonuses, tips, gratuities, commissions, and overtime pay earned. Record “00.00” if there was no employment during that period. | <u>Preprogram/dislocation wage</u> . For Title II, record the preprogram wage. For Title III, record the wage of the job of dislocation. <u>Preprogram wage (Title II)</u> . Record the most recent hourly wage (000.00) paid to the participant during the 26 weeks prior to application. This includes ANY employment and/or subsidized training where a wage was paid. Hourly wage includes any bonuses, tips, gratuities, commissions, and overtime pay earned. Record “000.00” if there was no employment during that period. <u>Wage of the job of dislocation (Title III only)</u> . Record the hourly wage (000.00) paid to the participant in the job from which the person was dislocated regardless of when it occurred. Hourly wage includes any bonuses, tips, gratuities, commissions, and overtime pay earned. Record “000.00” for a displaced homemaker who had no wages. |
| 22a. Wage of the job of dislocation | 22a. <u>Wage of the job of dislocation (Title III only)</u> . Record the hourly wage (000.00) paid to the participant in the job from which the person was dislocated regardless of when it occurred. Hourly wage includes any bonuses, tips, gratuities, commissions, and overtime pay earned. Record “000.00” for a displaced homemaker who had no wages. | 22a. <u>Occupation at dislocation(Title III only)</u> . Record the occupational code (000000000) using the 9-digit DOT code or 5-digit OES code most appropriate for the job at dislocation. Record 000000000 or 00000 if there is no dislocation job (e.g., displaced homemakers). |
| 22a. Occupation at dislocation (Title III only). | not included | 22a. <u>Occupation at dislocation(Title III only)</u> . Record the occupational code (000000000) using the 9-digit DOT code or 5-digit OES code most appropriate for the job at dislocation. Record 000000000 or 00000 if there is no dislocation job (e.g., displaced homemakers). |
| 22b. Type of Occupation Code | not included | 22b. <u>Type of Occupation Code</u> . Record the code 1 or 2 indicating the type of coding system used. 1. 9-digit DOT code 2. 5-digit OES code |
| 22c. Industry at dislocation | not included | 22c. <u>Industry at dislocation (Title III)</u> . Record the first 2 digits of the SIC code corresponding to the job at dislocation. Record 99 if industry is not known. (Code 99 is to be used in PY 98 only). Record 00 if there is no dislocation job (e.g., displaced homemakers). |

Comparison of Proposed PY 98 SPIR Instructions with Previous Official Version (DRAFT) (Continued)

| Item | Current SPIR | Revised SPIR |
|--|---|--|
| 22d. Tenure at employer of dislocation | not included | 22d. <u>Tenure at employer of dislocation (Title III only)</u> . Record the tenure in years with the employer of dislocation. Do not reduce tenure for periods of non-employment less than one year in length. Record 99 if tenure is not known. (Code 99 is to be in PY 98 only). Record 0 if there is no dislocation job (e.g., displaced homemakers). |
| 22e. Date of qualifying dislocation | not included | 22e. <u>Date of qualifying dislocation (Title III only)</u> . Record the date for the last day of employment at the dislocation job. If the person is still employed at enrollment in to Title III, record 88888888. If there is no dislocation job (e.g., displaced homemakers), record 77777777. If the date of dislocation is not known, record 99999999 (for use in PY 98 only). |
| 23. Reading skills grade level or the reading skills raw test score. | Use these additional codes as appropriate: 13... 88... 99... | b) same as before plus add “ States submitting raw scores should provide information on how to crosswalk raw scores to grade levels (below 7 th grade level, less than or at 8 th grade level or at or above 9 th grade level).” Use these additional codes as appropriate: same as before plus add 87 for individuals who were not tested and who are obviously below the 7 th grade level |
| 24. Math skills grade level or the math skills raw test score | Record (000.0) either b) the raw score in math skills on a generally accepted standardized or criterion-referenced test. Use these additional codes as appropriate: 13 88 99 | b) same as before plus add “ States submitting raw scores should provide information on how to crosswalk raw scores to grade levels (below 7 th grade level, less than or at 8 th grade level or at or above 9 th grade level).” use these additional codes as appropriate: same as before plus add 87 for individuals who were not tested and who are obviously below the 7 th grade level |
| 25. Welfare-to-work program participant | <u>JOBS program participant</u> . Record 1 Yes or 2 No for number indicating whether or not the individual is an individual (AFDC client) who is a participant (or has been a participant within the prior six months) in assessment or employability planning, or is assigned to one of the JOBS program components defined in the approved State JOBS program plan, including self-initiating activities, at the time of eligibility determination. | <u>Welfare to Work program participation</u> . Record 1 Yes or 2 No indicating whether or not the individual is an individual (TANF recipient) who is a participant (or has been a participant within the prior six months) in the welfare to work program. Also include individuals who participated in the former JOBS program during their JTPA participation. |
| 26e. Poor work history | <u>Lacks significant work history</u> . An adult or youth who has not worked for the same employer for longer than three consecutive months in the two years prior to application. | <u>Poor work history</u> . an adult or youth that has not worked for longer than three consecutive months in the last 12 calendar months. |
| 26f. long term welfare (TANF) dependency | <u>Long-term AFDC recipient</u> . An adult or youth listed on the AFDC grant that has received cash payments under AFDC | <u>Long-term welfare (TANF) dependency</u> . An adult or youth who has received assistance under the State TANF program for at least 30 months OR within 12 |

Comparison of Proposed PY 98 SPIR Instructions with Previous Official Version (DRAFT) (Continued)

| Item | Current SPIR | Revised SPIR |
|--|--|--|
| | (SSA Title IV) for any 36 or more of the 60 months prior to application. The individual may or may not be receiving AFDC payments at the time of application. | months will become ineligible for assistance under the State TANF program. 1. Yes and eligibility for TANF is not exhausted. 2. No. 3. Yes and eligibility for TANF is exhausted. |
| 26h. Substance abuse | <u>Substance abuse.</u> An individual who abuses alcohol or other drugs, as defined by the Governor. | <u>Substance abuse.</u> An individual who requires substance abuse treatment for employment. |
| 26i. SDA-identified barrier. | An individual who meets the criteria of an additional category of individuals who face serious barriers to employment, as defined by the service delivery area. This SDA-identified barrier must be approved for inclusion by the Governor, <i>not be identified in Items 26a. through 26h. above</i> , and not be solely related to unemployment status or work history | An individual who meets the criteria of an additional category of individuals who face serious barriers to employment, as defined by the service delivery area. This SDA-identified barrier must be approved for inclusion by the Governor and not be solely related to unemployment status or work history |
| 27/28d. Work experience | <u>Entry employment experience or private internships...</u> | same as before plus add "For youth only." "Also include Community Service and work experience provided under welfare to work programs." |
| 27/28e. Other employment skills training | <u>Other employment skills training (Title II only).</u> Includes activities such as pre-employment training, work maturity training that does not occur in one of the above-identified work or work-like activities (e.g., unsubsidized employment), and non-job-specific school-to-work/post-secondary programs (does not include job search assistance, basic readjustment services). | <u>Other employment skills training (Title II only) or Disaster relief jobs (Title III National Reserve only).</u> For Title II, includes activities such as pre-employment training, work maturity training that does not occur in one of the above-identified work or work-like activities (e.g., subsidized employment), and non-job-specific school-to-work/post-secondary programs (does not include job search assistance, basic readjustment services). Include subsidized employment provided under welfare to work. Include subsidized employment provided by welfare to work programs (e.g., job creation employment wage subsidies) For Title III National Reserve, includes disaster relief jobs only. |
| 30b. Basic readjustment services | Basic readjustment services (Title III only). Includes services designed to provide basic readjustment assistance such as orientation, skills determination, pre-layoff assistance, job development/ referral assistance, and job search to eligible dislocated workers. | same as before plus add "Record 2 for No if the only basic readjustment services received are outreach, intake, or initial assessment/screening." <u>Note:</u> Job Search assistance and basic readjustment services should be recorded as 1 for Yes regardless of whether or not the individual also received (re) training. They should also be recorded as 1 for Yes when job search assistance or basic readjustment services are provided as part of a (re) training program or contract." |
| 32e. Counseling: personal, financial, or | <u>Counseling: personal, financial, or legal.</u> The process of assisting participants with the solution of a variety of personal, | same as before plus add "This item does not include occupational and career counseling, which are to be reported as job search assistance (Item 30a, Title II) |

Comparison of Proposed PY 98 SPIR Instructions with Previous Official Version (DRAFT) (Continued)

| Item | Current SPIR | Revised SPIR |
|-----------------------------|--|--|
| legal | financial or legal problems occurring during participation. | or basic readjustment services (Item 30b, Title III)." |
| 33. Date of Termination | Record the date (MMDDYY) at which an individual is no longer receiving employment, training or services (except post-termination services) funded under this title/program. NOTE: Title II-A/C and Section 204(d) participants may remain in inactive status for a period of up to 90 days after last receipt of planned employment or training funded (or provided for) under those programs. If the participant received only "services" funded (or provided for) under Title II, this period of inactive status cannot exceed 30 days. Basic Readjustment Services may be provided to Title III participants prior to, during and/or after provision of Retraining. Title III participants may remain in inactive status for up to 90 days after last receipt of planned employment, training or services. During this period of inactive status individuals may or may not receive services. See Appendix C for additional guidance on the single 90/30-day period of inactive status. | Record the date (MMDDYYYY) at which an individual is no longer receiving planned employment, training or services (except post-termination services), including the last period of inactive status. Participants may remain in inactive status for up to 90 days after last receipt of substantial services (i.e., those services authorized in Section 204(b) of the Act for Titles II-A/C and Section 204(d) programs, and those services authorized in Sections 314(c), (d) and (h) for Title III). See Appendix C for additional guidance on the single 90-day period of inactive status. Substantial services for Title II includes items such as training, job search assistance, skill assessment, career counseling, case management, education-to-work transition, and other services as mentioned in the legislation. For Title III, substantial services includes basic readjustment services and retraining. |
| 34a. Apprenticeship program | <u>Entered a registered apprenticeship program.</u> | <u>Entered a registered apprenticeship program (Title II only).</u> |
| 34d. Self-employment | not included | <u>Entered self-employment.</u> Recorded 1 for Yes or 2 for No to indicate whether the job recorded in item 34 is self-employment. If the individual entered both a regular job and self-employment record No. |
| 35b. Hourly wage | <u>Hourly wage at termination.</u> Record the hourly wage at termination (000.00). Hourly wage includes any bonuses, tips, gratuities, commissions, and overtime pay earned. | <u>Hourly wage.</u> Record the hourly wage of the job (000.00). Hourly wage includes any bonuses, tips, gratuities, and commissions and overtime pay earned. Record (0.00) for individuals reported as entering self-employment in Item 34d. |
| 35c. Fringe benefits | <u>Receives fringe benefits.</u> Record 1 for YES or 2 for No indicating whether or not the employment provides the individual with fringe benefits consisting of, at a minimum, health insurance benefits and coverage under Social Security or an equivalent pension plan. For individuals holding multiple jobs, this item should be recorded as Yes if any job provides fringe benefits. | same as before plus add "Record No for individuals reported as entering self-employment in Item 34d.." |
| 39. Other | <u>2 Health/medical.</u> The participant is receiving medical treatment, which precludes entry into unsubsidized employment | same as before plus add "Includes death." |

Comparison of Proposed PY 98 SPIR Instructions with Previous Official Version (DRAFT)(Continued)

| Item | Current SPIR | Revised SPIR |
|--|--|--|
| terminations | or continued participation in the JTPA program. | |
| 40. Follow-up Group/Sample | 7 not included | 7 Terminated from Title III national reserve program and transferred to another Title III program at the end of the Title II national reserve grant. No follow-up to be conducted by the Title III national reserve program. |
| 41a. Hourly wage at follow-up | Hourly wage at follow-up. Record the hourly wage (000.00). Hourly wage includes any bonuses, tips, gratuities, commissions, and overtime pay earned. | same as before plus add "If the individual had more than one job or other earned income, add up all the earnings and divide by the total hours worked. If the individual is self-employed (without a regular job) at follow-up, record (000.00). These individuals will be excluded from the calculation of wages and earnings for performance standards." |
| 42. Number of weeks worked in follow-up period | Number of weeks worked in follow-up period. Record the total number of weeks (00) worked during the 13-week follow-up period | same as above plus add "Answer this question regardless of the answer to item 41. Employed at follow-up. If Item 41 is Yes, this item must be between 1 and 13; if Item 41 is No, this item must be between 0 and 12." |
| Section S. | | Added Section for optional wage record follow-up. |
| Appendix A: Follow-up | | Added: Beginning July 1, 1998, Title III national reserve programs whose grant has terminated are exempted from following up individuals who terminate at the end of the grant and are transferred to another Title III program. These individuals are to be reported as code 7 in Item 40. Follow-up group/sample. The new Title III program will be responsible for the follow-up. |
| Appendix C | | New version included (revised 90-day rule). Clarified concurrent enrollment: Clarification. These substantial and frequent services do not need to be funded by the JTPA program as long as they are called for by the individuals ISS/EDP. Thus, when individuals are concurrently enrolled in several programs, the individuals may continue to be participants in a JTPA Title or program even if the services received are funded by other JTPA or non-JTPA sources, as long as the services are substantial and frequent. |